

**STATE OF CONNECTICUT**

# **SNAP Employment and Training Plan**

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**Federal Fiscal Year 2018**

**8/15/2017**

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**Section A: Cover Page and Authorized Signatures**

State: Connecticut  
State Agency: Department of Social Services  
Federal FY: 2018  
Date: August 15<sup>th</sup>, 2017

Primary Contacts:

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**Certified By:**

<Signature of Authorized Person>  
  
State Agency Director (or Commissioner)

8/14/17  
Date

**Certified By:**

<Signature of Authorized Person>  
  
State Agency Fiscal Reviewer

8/14/17  
Date

<b>Section B: Assurance Statements</b> <i>Check box at right to indicate you have read and understand each statement.</i>	
I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	<input type="checkbox"/> ✓
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input type="checkbox"/> ✓
III. State education costs will not be supplanted with Federal E&T funds.	<input type="checkbox"/> ✓
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input type="checkbox"/> ✓
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	<input type="checkbox"/> ✓
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	<input type="checkbox"/> ✓
VII. Contracts are procured through appropriate procedures governed by State procurement regulations.	<input type="checkbox"/> ✓
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input type="checkbox"/> ✓
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input type="checkbox"/> ✓
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input type="checkbox"/> ✓
XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input type="checkbox"/> ✓

By signing on the cover page of this document, the State agency Director (or Commissioner) and financial representative certify that the above assurances are met.

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### **Acronyms**

Below is a list of common acronyms utilized within this plan:

DSS	Department of Social Services
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
SNAP	Supplemental Nutrition Assistance Program
USDA	United States Department of Agriculture
TANF	Temporary Assistance for Needy Families
TFA	Temporary Family Assistance

**Section C: State E&T Program, Operations and Policy Overview**

**I. Summary of the SNAP E&T Program**

- Mission
- Scope of services
- Administrative structure of program

The Connecticut Department of Social Services is guided by a shared belief in human potential. The agency's mission is to increase the security and well-being of Connecticut individuals, families, and communities. Our vision is to become a world class service organization. In Connecticut, the Department of Social Services (DSS) is the agency responsible for administering the SNAP Employment and Training (SNAP E&T) program. The program is job driven, skills based, and *voluntary*. It is a program built around partnerships designed to help participants transition to self-sufficiency. When SNAP E&T participants successfully complete vocational training programs, they receive a post-secondary credential which makes them more attractive to employers. Although the program is voluntary and available to all SNAP recipients who are able to work upon completion, the goal is to serve work registrants. The program serves both unemployed and under employed individuals.

Partners currently providing E&T services are:

Capital Community College  
Asnuntuck Community College  
Gateway Community College  
Northwestern CT Community College  
Three Rivers Community College  
Housatonic Community College  
Quinebaug Valley Community College  
Naugatuck Valley Community College  
Middlesex Community College  
Goodwin College  
Opportunities Industrialization Center  
Connecticut Center for Arts and Technology  
Community Culinary School of Northwestern CT

In order to respond to the CT economy, short term vocational programs are approved based on Labor Market Index (LMI) data provided by the Department of Labor. Programs must show positive job growth based on the Department of Labor information.

IN FY18 we will continue to support the 50% reimbursement program with two Public Assistance Consultants within the SNAP Division dedicating 90% of their work effort towards advancing the SNAP Employment and Training program.

**Section C: State E&T Program, Operations and Policy Overview**

	<p>Salaries 163,481.00 Fringes 132,983.00 Indirect 46,800.00 Total \$343,264.00</p> <p>In FY18 we will continue to support new and existing partners with 100% funds.</p>
<p><b>II. Program Changes</b></p> <ul style="list-style-type: none"> <li>• New initiatives</li> <li>• Significant changes in State policy or funding</li> </ul>	<p>SNAP E&amp;T expansion efforts will continue in FY18. DSS is adding Norwalk Community College to our list of service providers and will also begin supporting associate degree programs at all community colleges.</p> <p>To help widen the geographic reach and availability of vocational training even further, our priority will be to add the final two remaining community colleges. In addition, we will seek non-college partners who are able to provide vocational training opportunities in areas of the state that remain underserved. We continue to seek partnerships with community based organizations to provide case management and other supports to SNAP E&amp;T participants in vocational training programs.</p> <p>In FFY17 DSS received additional 100% funding to pilot an on-site job developer at Capital Community College. In FFY18 DSS will evaluate the success of the pilot by comparing the percentage of E&amp;T job developer pilot participants with employment to the overall average of all E&amp;T participants with employment. If successful, DSS will look to expand the pilot in FFY19.</p> <p>In FY18 we are adding Job Search Training as a component to our program.</p>

<b>Section C: State E&amp;T Program, Operations and Policy Overview</b>	
<b>III. Workforce Development System</b> <ul style="list-style-type: none"> <li>• General description</li> <li>• In-demand and emerging industries and occupations</li> <li>• Connection to SNAP E&amp;T, components offered through such system, career pathways, and credentials available</li> </ul>	<p>SNAP E&amp;T is a growing part of the state's comprehensive workforce development system. SNAP E&amp;T in Connecticut relies on Labor Market information (LMI) to determine which occupations to support. Connecticut's unified WIOA plan includes information about SNAP E&amp;T. WIOA core partners were advised about SNAP E&amp;T as part of the WIOA service delivery workgroup. DSS is committed to notifying WIOA partners when new E&amp;T service providers are added.</p> <p>All E&amp;T partners have been asked to refer their participants to American Job Centers, aka one stop centers, for assistance with finding employment as needed.</p>
<b>IV. Other Employment Programs</b> <ul style="list-style-type: none"> <li>• TANF, General Assistance, etc.</li> <li>• Coordination efforts, if applicable</li> </ul>	<p>SNAP E&amp;T is only available to SNAP recipients who are not receiving TANF. SNAP recipients who are receiving TANF must participate in Connecticut's TANF work program known as Jobs First Employment Services (JFES)</p> <p>There are many employment related services available through community based and volunteer programs offered by both private and public agencies. SNAP E&amp;T partners will make appropriate referrals.</p> <p>SNAP recipients who are assessed and found not yet academically prepared for vocational programs are referred to Adult Basic Education which is an entitlement in CT. Adult basic education will provide ESL and GED as needed.</p>
<b>V. Consultation with Tribal Organizations</b> <ul style="list-style-type: none"> <li>• Description of consultation efforts</li> <li>• Services available through E&amp;T</li> </ul>	<p>DSS will consult with tribal organizations in FFY18. Consultation will include information about educational opportunities at Three Rivers Community College which is in close proximity to both of Connecticut's tribal organizations.</p>
<b>VI. State Options</b> <ul style="list-style-type: none"> <li>• Select options the State is applying</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Serving applicants</li> <li><input type="checkbox"/> Serving zero-benefit households</li> <li><input type="checkbox"/> Serving mandatory participants only</li> <li><input type="checkbox"/> Serving mandatory and voluntary participants</li> <li><input checked="" type="checkbox"/> Voluntary participants only</li> </ul>
<b>VII. Screening Process</b> <ul style="list-style-type: none"> <li>• Process for identifying whether work</li> </ul>	<p>The first determination made by DSS eligibility staff is whether an applicant is subject to the SNAP work requirements. Individuals who are not exempt are work</p>



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<p>registrant should be referred to E&amp;T</p>	<p>registered. The program is voluntary so all SNAP recipients, not receiving TANF (TFA) receive information about SNAP E&amp;T. SNAP recipients and applicants learn about SNAP E&amp;T at application, renewal and when they visit a DSS field office or the DSS webpage. They receive a list of E&amp;T partners with contact information. Interested SNAP recipients are assessed academically by partners and offered programs or referrals.</p> <p>Eligibility verification has been streamlined by DSS providing a secure daily file of all non TANF (TFA) SNAP recipients between the ages of 16 and 60. E&amp;T partners are then able to place a recipient in SNAP E&amp;T. In addition eligible SNAP recipients may self-initiate with any approved E&amp;T provider.</p>
<p><b>VIII. Conciliation Process (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Procedures for conciliation</li> <li>• Length</li> </ul>	<p>N/A</p>
<p><b>IX. Disqualification Policy</b></p> <ul style="list-style-type: none"> <li>• Length of disqualification period</li> <li>• Sanction applies to individual or entire household</li> </ul>	<p>SNAP E&amp;T is voluntary so SNAP clients are not disqualified for not participating. However, nonexempt individuals who do not comply with the SNAP work requirements without good cause are penalized as follows:</p> <p>First Occurrence: 90 days Second Occurrence: 180 days Third or Subsequent Occurrence: 180 days</p> <p>Sanction applies to: An individual and follows the individual if they move to a different SNAP household. Good cause may be established by one or more of the following: circumstances beyond the individual's control such as but not limited to, illness, illness of another household member, emergency, availability of transportation and/or conditions of employment such as but not limited to discrimination on the basis of age, sex or color, working without being paid on schedule or unsuitable employment.</p>
<p><b>X. Participant Reimbursements</b></p> <ul style="list-style-type: none"> <li>• List all participant reimbursements (or link to State policy/handbook)</li> <li>• Reimbursement cap</li> <li>• Payment method (in</li> </ul>	<p>Books, clothing, course registration fees, dependent care, gasoline, licensing and bonding fees, personal safety items, training materials, transportation and uniforms. We will also reimburse the following expenses if needed for a job or to complete an E&amp;T program; Automobile repairs, background checks, drug tests, equipment, finger printing, medical services, test fees, tools, union dues and vision needs.</p> <p>The state of Connecticut has limited funds set aside for</p>

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<p>advance or as reimbursement)</p>	<p>participant reimbursements. The reimbursement amount is communicated to E&amp;T partners at the beginning of each FFY and included in partner contracts. Expenditures for allowable participant expenses above and beyond the reimbursement allocation are allowable through the 50% funding stream.</p> <p>All E&amp;T partners have been reminded to make certain that E&amp;T participants are being informed and reimbursed for allowable participant expenses.</p>
<p><b>XI. Work Registrant Data</b></p> <ul style="list-style-type: none"> <li>Methodology used to count work registrants</li> </ul>	<p>SNAP household members who are not exempt are work registered at the time of application and renewal. The work requirements are explained to individuals by eligibility staff during the interview.</p> <p>DSS' new integrated eligibility management system, ImpaCT has a reporting feature that identifies the number of unduplicated work registrants.</p> <p>The report is based on data entered into our eligibility system by DSS eligibility staff at application, renewal, and interim change based on the circumstances.</p> <p>These counts are not duplicated. Registrants are counted once per year.</p>
<p><b>XII. Outcome Reporting Data Source and Methodology</b></p> <ul style="list-style-type: none"> <li>Data sources</li> <li>Methodology</li> </ul>	<p>All participants are voluntary. The Department gets program participation data from the E&amp;T providers via a web based data collection system. This system collects participant demographic information required in the Agriculture Act of 2014 including high school diploma or the equivalent, ABAWDs, speaks English as a second language, gender, age (age ranges will be queried), and program status (complete vs. incomplete). In addition to demographic information the system identifies which component a participant is engaged in. It also captures the number and percentage of participants who complete a program and gain a recognized credential.</p> <p>DSS has entered into a data share agreement with the CT Department of Labor to gain access to Quarterly Wage Records which will allow us to meet the national reporting measures including the number of E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T, the number of E&amp;T participants and former participants</p>

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	<p>who are in unsubsidized employment during the fourth quarter after completion of participation in E&amp;T, and the median quarterly earnings of all E&amp;T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&amp;T.</p> <p>In addition to the enhanced reporting requirements included in the act, DSS reports outcomes from the E&amp;T program to the CT General Assembly each January.</p>

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<b>Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)</b> <i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:</i>	
<b>I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?</b>	NO
<b>II. Information about the size &amp; needs of ABAWD population</b>	N/A
<b>III. The counties/areas where pledge services will be offered</b>	N/A
<b>IV. Estimated cost to fulfill pledge</b>	N/A
<b>V. Description of State agency capacity to serve at-risk ABAWDs</b>	N/A
<b>VI. Management controls in place to meet pledge requirements</b>	N/A
<b>VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements</b>	N/A

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## Section E: E&T Component Detail

### Non-Education, Non-Work Components

<b>Job Search Training</b>					
<b>Description</b>	Enhances the job readiness of participants by teaching job seeking techniques, increasing job search motivation and boosting self-confidence.				
<b>Geographic area</b>	<b>Target audience (e.g., homeless, re-entry population, ABAWDS)</b>	<b>Anticipated monthly participants (unduplicated count)</b>	<b>Anticipated monthly cost*</b>	<b>Provider(s)</b>	<b>Reporting measure(s) if &gt; 100 participants per year</b>
Norwich and New London	Unemployed and under employed SNAP recipients	1	\$53.00	OIC of New London	N/A

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

### Education Components

<b>Vocational Training</b>					
<b>Description</b>	Short term, job driven programs in occupations supported by DOL Labor Market Information (LMI). Current LMI for the fastest growing occupations in Connecticut include the following which are all supported by SNAP E&T; web design 25.4%, massage therapy 19.8%, veterinary technician 17.5%, medical assistant 17%, EMT 11.2%, medical billing and coding 10%, phlebotomy 9.2% and nail technician 8%. Participants are academically assessed by each partner in areas of reading and math to ensure a positive outcome. Each partner does provide case management to varying degrees. SNAP coordinators at each partnership work with participants to help navigate their way through the program and make referrals or address barriers as needed. Programs include certificate programs, credit-bearing certificate programs and associate degrees.				
<b>Geographic area</b>	<b>Target audience (e.g., homeless, ABAWDS)</b>	<b>Anticipated monthly participants (unduplicated count)</b>	<b>Anticipated monthly cost*</b>	<b>Provider(s)</b>	<b>Reporting measure(s) if &gt; 100 participants per year</b>
Statewide	Unemployed and under employed SNAP recipients	118	\$347	Capital Community College, Asnuntuck Community College,	The number and percentage of SNAP E&T participants in a vocational training

Vocational Training					
				Gateway Community College, Northwestern CT Community College, Three Rivers Community College, Housatonic Community College, Quinebaug Valley Community College, Naugatuck Valley Community College, Middlesex Community College, Norwalk Community College Goodwin College, Opportunities Industrializati on Center, Connecticut Center for Arts and Technology, Community Culinary School of Northwestern CT	program that is intended to lead to a credential. The number and percentage of participants who complete the program and earn a credential.

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

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**Work Components**

<b>Comparable Workfare</b>					
<b>Description</b>	Assists ABAWDs seeking to fulfill the work requirement by gaining experience through volunteer work at a public or private non-profit agency				
<b>Geographic area</b>	<b>Target audience (e.g., homeless, ABAWDs)</b>	<b>Anticipated monthly participants (unduplicated count)</b>	<b>Anticipated monthly cost*</b>	<b>Provider(s)</b>	<b>Reporting measure(s) if &gt; 100 participants per year</b>
Statewide	ABAWDs	1	0	N/A	N/A

\* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

<b>Section F: Estimated Participant Levels</b>	
<b>I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):</b>	106,410
<b>II. Estimated Number of Work Registrants Exempt from E&amp;T</b>	106,410
<b>List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ (Add more rows as needed)	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
<b>III. Percent of all work registrants exempt from E&amp;T (line II/line I)</b>	100%
<b>IV. Anticipated number of mandatory E&amp;T participants (line I – line II)</b>	0
<b>V. Anticipated number of voluntary E&amp;T participants</b>	1,430

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<b>VI. Anticipated number of ABAWDs in the State during the Federal FY</b>	172,361
<b>VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY</b>	169,790
<b>VIII. Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY</b>	1,807
<b>IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI-(lines VII+VIII))</b>	764



<b>Section G: Summary of Partnerships and/or Contracts</b>					
<b>Partner/ Contractor</b>	<b>Nature of Contract (Consulting, Data Analysis, E&amp;T Services, Other)</b>	<b>Total Admin Costs</b>	<b>Total Participant Reimbursements Costs</b>	<b>Total Cost</b>	<b>% of Total Budget</b>
Quinebaug Valley Community College	E&T Services	109,910.00	421.00	110,542.00	2%
Naugatuck Valley Community College	E&T Services	284,606.00	421.00	285,238.00	5%
Capital Community College	E&T Services	1,512,194.00	421.00	1,512,826.00	26%
Housatonic Community College	E&T Services	572,600.00	421.00	573,232.00	10%
Northwestern CT Community college	E&T Services	162,268.00	421.00	162,900.00	3%
Gateway community College	E&T Services	276,772.00	421.00	277,404.00	5%
Asnuntuck Community college	E&T Services	844,140.00	421.00	844,772.00	14%
Three Rivers Community College	E&T Services	195,416.00	421.00	196,048.00	3%
Middlesex Community College	E&T Services	85,375.00	421.00	86,007.00	1%
Norwalk Community College	E&T Services	288,000.00	421.00	288,632.00	5%
Goodwin College	E&T Services	1,036,250.00	421.00	1,036,882.00	17%
OIC of New London	E&T Services	286,476.00	421.00	287,108.00	5%
Community Culinary	E&T Services	55,700.00	421.00	56,332.00	1%
ConnCAT	E&T Services	207,000.00	421.00	207,632.00	5%

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum.

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**Section H: Contractor Detail Addendum**

<b>Partner/Contract Name</b>	Capital Community College			
<b>Monitoring and communication with contractor (s)</b>	Semiannual partner meetings are held to discuss best practices and policy changes as needed. All contractors must enter participant data into a web based application which includes monthly case notes. Quarterly invoices are reviewed for accuracy and management evaluations are conducted annually.			
<b>Role of Contractor</b>	Contractors conduct assessments to ensure that participants are academically prepared for their chosen program and to identify barriers to participation. Provides vocational training programs. Student participation is tracked within the web based application.			
<b>Timeline</b>	<b>Start</b>	Annual/Ongoing	<b>End</b>	Annual/Ongoing
<b>Description of Activities/Services</b>	Capital Community College offers 12 short term vocational programs which includes training in allied health and administrative fields.			
<b>Funding</b>	Third party reimbursement partnership, with additional 100% grant funds provided to support the program. Contactor must identify nonfederal funds eligible for a 50% reimbursement.			
<b>Evaluation</b>	Each E&T contractor is monitored annually. Reviews include fiscal and programmatic components.			

<b>Partner/Contract Name</b>	Asnuntuck Community College			
<b>Monitoring and communication with contractor (s)</b>	Semiannual partner meetings are held to discuss best practices and policy changes as needed. All contractors must enter participant data into a web based application which includes monthly case notes. Quarterly invoices are reviewed for accuracy and management evaluations are conducted annually.			
<b>Role of Contractor</b>	Contractors conduct assessments to ensure that participants are academically prepared for their chosen program and to identify barriers to participation. Provides vocational training programs. Student participation is tracked within the web based application.			
<b>Timeline</b>		Annual/Ongoing		Annual/Ongoing
<b>Description of Activities/Services</b>	Asnuntuck Community College offers 14 short term vocational programs.			
<b>Funding</b>	Third party reimbursement partnership, with additional 100% grant funds provided to support the program. Contactor must identify nonfederal funds eligible for a 50% reimbursement.			
<b>Evaluation</b>	Each E&T contractor is monitored annually. Reviews include fiscal and programmatic components			

<b>Partner/Contract Name</b>	Goodwin College			
<b>Monitoring and communication with contractor (s)</b>	Semiannual partner meetings are held to discuss best practices and policy changes as needed. All contractors must enter participant data into a web based application which includes monthly case notes. Quarterly invoices are reviewed for accuracy and management evaluations are conducted annually.			
<b>Role of Contractor</b>	Contractors conduct assessments to ensure that participants are academically prepared for their chosen program and to identify barriers to participation. Provides vocational training programs. Student participation is tracked within the web based application.			
<b>Timeline</b>	<b>Start</b>	Annual/Ongoing		Annual/Ongoing
<b>Description of Activities/Services</b>	Goodwin College offers 6 short term vocational programs.			
<b>Funding</b>	Third party reimbursement partnership. Contactor must identify nonfederal funds eligible for a 50% reimbursement.			

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<b>Partner/Contract Name</b>	Goodwin College
<b>Evaluation</b>	Each E&T contractor is monitored annually. Reviews include fiscal and programmatic components

<b>Partner/Contract Name</b>	Housatonic Community College			
<b>Monitoring and communication with contractor (s)</b>	Semiannual partner meetings are held to discuss best practices and policy changes as needed. All contractors must enter participant data into a web based application which includes monthly case notes. Quarterly invoices are reviewed for accuracy and management evaluations are conducted annually.			
<b>Role of Contractor</b>	Contractors conduct assessments to ensure that participants are academically prepared for their chosen program and to identify barriers to participation. Provides vocational training programs. Student participation is tracked within the web based application.			
<b>Timeline</b>	<b>Start</b>	Annual/Ongoing	<b>End</b>	Annual/Ongoing
<b>Description of Activities/Services</b>	Housatonic Community College offers 19 credit and non-credit short term vocational programs which range in length from two months to two years.			
<b>Funding</b>	Third party reimbursement partnership, with additional 100% grant funds provided to support the program. Contactor must identify nonfederal funds eligible for a 50% reimbursement.			
<b>Evaluation</b>	Each E&T contractor is monitored annually. Reviews include fiscal and programmatic components.			

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**Section I: Operating Budget and Budget Narrative**

	State cost	Federal cost	Total
<b>I. Direct Costs:</b>			
a) Salary/Wages		163,481	163,481
b) Fringe Benefits* Approved Fringe Benefit Rate Used 81%		132,983	132,983
c) Contractual Costs (Admin Only)	2,720,667	3,196,040	5,916,707
d) Non-capital Equipment and Supplies			
e) Materials			
f) Travel		5000	5000
g) Building/Space			
h) Equipment & Other Capital Expenditures			
<b>Total Direct Costs</b>			
<b>II. Indirect Costs:</b>			
Indirect Costs* Approved Indirect Cost Rate Used: _____ %		46,800	46,800
<b>III. In-kind Contribution</b>			
State in-kind contribution			
<b>Total Administrative Cost (Total of items I, II, and III)</b>	2,720,667	3,544,304	6,264,971
<i>100 Percent Federal E&amp;T Grant</i>		823,637	823,637
<i>50 percent Additional Administrative Expenditure</i>	2,720,667	2,720,667	5,441,334
<b>IV. Participant Reimbursement (State plus Federal):</b>			
a) Dependent Care (including contractual costs)	500	500	1,000
b) Transportation & Other Costs (including contractual costs)	2,447	2,447	4,894
c) State Agency Cost for Dependent Care Services			
<i>Total 50 percent Participant Reimbursement Expenses</i>	2,947	2,947	5,894
<b><u>V. Total Costs</u></b>	2,723,614	3,547,251	6,270,865

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**\* Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.**

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**Section J: Budget Narrative and Justification**

<b>Item</b>	<b>Narrative</b>
<b>I. Direct Costs:</b>	
a) Salary/Wages	Two Public Assistance Consultants @ .90 FTE Salaries \$163,481
b) Fringe Benefits* Approved Fringe Benefit Rate Used <u>81</u> %	Two Public Assistance Consultants @ .90 FTE Fringe Benefits \$132,982
c) Contractual Costs	Total state and federal combined cost is \$5,916,707. Contractual costs are for E&T services, vocational training programs, and associated administrative expenses.
d) Non-capital Equipment and Supplies	
e) Materials	
f) Travel	\$5000.00 set aside for E&T training opportunities in other states, in state trainings for contractors, and USDA led training opportunities.
g) Building/Space	
h) Equipment & Other Capital Expenditures	
<b>II. Indirect Costs:</b>	\$46,800 for two public assistance consultants
<b>III. State In-kind Contribution</b>	
<b>IV. Participant Reimbursements</b>	
a) Dependent Care	\$1000 set aside for dependent care reimbursement
b) Transportation & Other Costs	\$4894 has been earmarked for transportation and other participant reimbursements
c) State Agency Cost for Dependent Care Services	